



U.S. Senate  
Office of the Secretary

## HUMAN RESOURCES

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### Vacancy Announcement

<b>POSITION:</b>	<b>ASSISTANT COUNSEL FOR EMPLOYMENT</b>
<b>DEPARTMENT:</b>	<b>Senate Chief Counsel for Employment</b>
<b>SALARY RANGE:</b>	<b>\$103,292 - \$160,101</b>
<b>CONTACT</b>	Human Resources Room SH-231B Hart Building E-mail: <a href="mailto:resumes@sec.senate.gov">resumes@sec.senate.gov</a> Fax: 202-228-3603
<b>FEDERAL RELAY SERVICE</b>	Speech/Hearing impaired persons may contact the Federal Relay Service at 1(800) 877-8339 TTY
<b>POSTING DATE:</b>	<b>February 7, 2012</b>
<b>DEADLINE FOR APPLICATIONS:</b>	<b>February 21, 2012</b> Applications will NOT be accepted after 6:00 p.m. E-mail, fax or hand-deliver applications.  <b>E-mail your submission to <a href="mailto:resumes@sec.senate.gov">resumes@sec.senate.gov</a>. Put the title of the position you are applying for in the Subject of your e-mail. If you do not reference the position you are applying for in the subject of your e-mail, your information may not be forwarded for further consideration.</b>
<b>VETERANS' PREFERENCE:</b>	Hiring for this position will be governed by the Veterans Employment Opportunity Act of 1998 ("VEOA"), as made applicable by the Congressional Accountability Act of 1995. Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Secretary of the Senate and who are disabled or who have served on active duty in the Armed Forces during certain specified time periods or in certain military designated campaigns ("veterans") may be eligible to receive a preference over non-veterans in hiring decisions. Family members of veterans may also be eligible to receive a veterans' preference if the veteran cannot claim his or her veterans' preference.

To be eligible for a veterans' preference, applicants must meet all of the requirements set forth in the VEOA and applicable regulations. Those eligibility requirements are summarized in the Application for Veterans' Preference, which may be obtained by visiting [www.senate.gov](http://www.senate.gov), click "Visitors," then "Employment." The Application for Veterans' Preference will appear under "Secretary of the Senate Office of Human Resources."

**If claiming a veterans' preference, an applicant must indicate that he/she is preference eligible on the application or resume and must submit a completed copy of the Application for Veterans' Preference along with the supporting documentation specified on that form.** If the Office of the Secretary of the Senate does not receive the Application for Veterans' Preference and supporting documentation by the closing date, the applicant's claim for a veterans' preference may be denied.

Applicants may obtain a copy of the Office's Veterans' Preference in Appointments policy by submitting a written request to [vets@sec.senate.gov](mailto:vets@sec.senate.gov).

Individuals who are entitled to a veterans' preference are invited to self-identify voluntarily. This information is intended solely for use in connection with the Office of the Secretary of the Senate's obligations and efforts to provide veterans' preference to preference-eligible applicants in accordance with the VEOA. An applicant's status as a disabled veteran and any information regarding an applicant's disability, including the applicant's medical condition and history, will be kept confidential and will be collected, maintained and used in accordance with the Americans with Disabilities Act of 1990, as made applicable by section 102(a)(3) of the CAA, 2 U.S.C. §1302(a)(3). An applicant who declines to self-identify as a disabled veteran and/or to provide information and documentation regarding his/her disabled veteran's status will not be subjected to an adverse employment action, but the individual may be ruled ineligible for a veterans' preference.

All applicants should submit a Secretary of the Senate Application for Employment (and, if applicable, Application for Veteran's Preference and supporting documentation specified on that form), cover letter and current resume to the Human Resources Department at the above address. Qualified candidates will be contacted if selected for an interview. Do NOT mail. No phone calls please.



## ASSISTANT COUNSEL FOR EMPLOYMENT

**Department:** Senate Chief Counsel for Employment Office

**Reports to:** Senate Chief Counsel for Employment; Deputy Chief Counsel for Employment; and Senior Counsel for Employment

### NATURE OF WORK

This is professional work in the Office of the Senate Chief Counsel for Employment. Serves as defense attorney in labor and employment law matters to offices of Senators, the Vice President, Committees, Senate Officers, and other Senate employing offices. Work entails litigating cases as second chair in trial and appellate courts and at administrative hearings; advising clients of their legal obligations; doing legal research and writing; and giving employment law seminars to offices of Senators, Committees, and Officers. Work requires high-level thinking in the application of law to facts and requires the use of independent judgment.

### ESSENTIAL FUNCTIONS

Under supervision of the Chief, Deputy Chief, and/or Senior Counsel, defends offices of Senators, the Office of the Vice President, Committees, and other Senate employing offices throughout the country in employment law cases from the inception of the case through final appeal.

Researches complex legal issues and writes accurate, persuasive legal memoranda and briefs.

Conducts discovery, argues motions, assists in preparing for and trying cases, assists in preparing Circuit and Supreme Court arguments, and argues cases before courts and administrative officers.

Provides legal advice to Office of the Vice President, Senators, Chiefs of Staff, Staff Directors, Administrative Directors, Senate Officers, and other Senate managers regarding employment law issues.

Maintains current, accurate knowledge of all employment law cases and statutes.

Develops, prepares, and conducts seminars regarding employment-related legal issues; prepares and presents oral and written reference materials and audio-visual materials for seminar participants.

Prepares legal newsletters, memoranda, policies and forms to keep clients informed of and in compliance with existing laws.

Performs other duties as assigned.

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*The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge and skill typically required and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.*



## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is performed in an office environment and involves everyday risks or discomforts that require normal safety precautions when operating equipment and performing the work. Work is essentially sedentary with occasional walking, standing, bending, and/or carrying items under 25 pounds such as books, papers, small parcels, etc.

## **MINIMUM QUALIFICATIONS**

Work requires a Juris Doctorate degree and a minimum of two years experience defending employment claims and advising employers regarding compliance with federal and state employment laws. Work requires the following knowledge, skills, and abilities:

Knowledge of federal employment laws, labor laws, constitutional law, and rules of court.

Ability to research and analyze complex legal issues.

Ability to provide accurate legal advice and to exercise independent judgment in defending clients at trial and appellate court levels, and at the Supreme Court.

Ability to establish and maintain effective working relationships with the Senators and staff of the Office of the Vice President, Senators, Committees, and Senate Officers.

Ability to exercise independent judgment in determining and implementing the client's best defense strategy in lawsuits.

Ability to professionally handle confidential/sensitive matters and materials.

Ability to concentrate for long periods of time and to pay careful attention to detail.

Ability to communicate effectively, both orally and in writing, on a one-on-one basis, to large groups, and before courts.

Ability to work extended and unscheduled hours as dictated by workload.

Knowledge of modern legal practices and research resources, including LEXIS and/or WESTLAW.

Ability to operate a computer and utilize applicable software packages.

## **LICENSES, CERTIFICATION AND OTHER REQUIREMENTS**

License and in good active standing to practice law from a state or territory of the United States or the District of Columbia.

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